



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA OF:</b>	<b>06-04-13</b>	<b>AGENDA REQUEST NO:</b>	<b>V-E</b>
<b>INITIATED BY:</b>	<b>GABE REAUME</b> <i>GTK</i> INTERIM TREASURY MANAGER	<b>RESPONSIBLE DEPARTMENT:</b>	<b>BUDGET &amp; RESEARCH</b>
<b>PRESENTED BY:</b>	<b>GABE REAUME</b> <i>GTK</i> INTERIM TREASURY MANAGER	<b>DIRECTOR:</b>	<b>JENNIFER BROWN</b> <i>JB</i> DIRECTOR OF BUDGET & RESEARCH
		<b>ADDITIONAL DIRECTOR (S):</b>	<b>SUELLEN STAGGS</b> <i>kd</i> FOR SS DIRECTOR OF WATER UTILITIES
<b>SUBJECT / PROCEEDING:</b>	<b>WATER METER READING SERVICES AWARD OF CONTRACT TO SEVERN TRENT ENVIRONMENTAL SERVICES, INC.</b>		
<b>EXHIBITS:</b>	<b>STANDARD CONTRACT FOR GENERAL SERVICES-METER READING SERVICES</b>		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	<b>MEREDITH RIEDE</b> <i>MR</i> ASSISTANT CITY ATTORNEY	<b>EXECUTIVE DIRECTOR:</b>	<b>MIKE GOODRUM</b> <i>MWG</i>
<b>PURCHASING:</b>	<b>TODD REED, CPPB</b> <b>PURCHASING MANAGER</b> <i>R</i>	<b>ASSISTANT CITY MANAGER:</b>	N/A
<b>BUDGET:</b>	<b>BRYAN GUINN,</b> <i>BG</i> ASSISTANT DIRECTOR OF BUDGET & RESEARCH	<b>CITY MANAGER:</b>	<b>ALLEN BOGARD</b> <i>Allen Bogard</i>
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED: \$</b>		<b>330,000</b>	
<b>CURRENT BUDGET: \$</b>		<b>330,000</b>	
<b>ADDITIONAL FUNDING: \$</b>		<b>N/A</b>	
<b>RECOMMENDED ACTION</b>			
Authorize execution of a contract for meter reading services with Severn Trent Environmental Services, Inc. in a maximum amount of \$330,000.			

## EXECUTIVE SUMMARY

The City of Sugar Land provides water utility service to approximately 28,000 accounts. Of this total, approximately 25,000 are residential; 1,000 are commercial; 1,500 are irrigation/sprinkler lines, and the balance is comprised of fire lines, multi-family meters, and well meters.

Every meter in the City of Sugar Land is read on a monthly basis. Read dates vary for each customer depending on the cycle and route the customer's account is in, which is based on defined geographic regions of the City. The City currently has 11 meter reading cycles per month. Some cycles, depending on size and geography, are read together on the same day. Numerical reads are obtained by field technicians at the meter box and entered into a handheld device. These handhelds are then brought back to the Treasury Division where staff uploads the meter read information into the billing system. The day following a read, staff reviews the reads to ensure accuracy and also issues work orders for reads that appear to be unusually high or reads that are significantly lower than the read for the previous month. These re-reads are known as the "Exception List". Re-reads issued are offered as a courtesy to the customer to ensure accurate billing information is obtained.

Once re-reads have been completed, the cycle information is updated into the billing system and customer bills go out the following day via email or through the U.S. Postal Service.

At its March 5, 2013 meeting, the City Council authorized the assignment of the contract between the City of Sugar Land and SWWC Services, Inc. to Severn Trent Environmental Services, Inc. This contract is set to expire July 1, 2013, and covers some repairs of the City's water distribution and wastewater collection system in addition to meter reading services. Since March 11, 2013, Severn Trent Environmental Services, Inc. has been performing meter reading services for the City of Sugar Land. Severn Trent has retained a majority of the meter reading staff from SWWC Services, Inc. This staff is familiar with the needs of the City of Sugar Land as well as the City's expectations for meter reading accuracy and prompt customer attention. Meter reading services have met the City's expectations since this transition occurred. As of June 1, 2013, Severn Trent maintains a local office a few miles north of the City.

A Request for Proposal for meter reading services (RFP 2013-10) was prepared and opened to prospective firms on March 6, 2013. All proposals submissions were received by April 9, 2013.

On April 29, 2013, an evaluation committee representing staff from Water Utilities, Treasury, and Budget & Research reviewed the four meter reading proposals received.

The strong consensus of the evaluation committee was to award the meter reading contract to Severn Trent Environmental Services, Inc. due to a strong project management plan, dedicated staff for the City of Sugar Land, and a record of performing similar services in the Houston area.

Severn Trent Environmental Services, Inc. submitted pricing for meter reading at \$0.97 per meter, per month. This amount includes anticipated re-reads based on past history as a part of the base pricing.

Based on the current customer base and anticipated annual growth, staff recommends award of a contract in a maximum amount of \$330,000 for meter reading services to Severn Trent Environmental Services, Inc.

## EXHIBITS

**CITY OF SUGAR LAND**  
**STANDARD CONTRACT FOR GENERAL SERVICES**  
Over \$50K - Form Revised 5/17/10

**I. General Information and Terms.**

Contractor's Name and Address: Severn Trent Services  
16337 Park Row  
Houston, Texas 77084

Description of Services: Meter Reading Services

Maximum Contract Amount: \$330,000

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III C)

Renewal: City Council may extend this Contract for four additional one-year terms on the same terms and conditions as provided for in the original term, by giving written notice of the extension to the other party at least 30 days prior to the termination date.

**II. Signatures.** By signing below, the parties agree to the terms of this Contract:

**CITY OF SUGAR LAND**

**CONTRACTOR:**

\_\_\_\_\_  
City Manager or Assistant City Manager

By: Bill Fug  
REGIONAL GENERAL MANAGER

Date: \_\_\_\_\_

Date: May 28, 2013

APPROVED AS TO FORM:

Meredith Riedel